

NZ - How to Setup & Update Income & Expenditure Fees

Overview

Your owner Income and Expenditure fees can be setup up globally for all owners or for all owners currently being charged a specific amount and for individual owners.

Set Up or Update I & E Fee Globally

1. Backup your REST Professional data and rename it to **before.global.change.dat.zip**
 2. Go to **Other > Utilities > Global changes**
 3. Click **OK** to confirm you have a current backup
 4. Click the **Fees and Charges** tab
 5. In the **Income and Expenditure charges** section, you have the option to filter the owners for whom you want to set up or update the fee
 - To update the charge for all owners, regardless of the existing fee amount, enter an asterisk (*) in the **Old Value** field
 - To update the charge for all owners who are currently charged a specific amount, enter the amount in the **Old Value** field
1. Enter the amount to be charged in the **New Value** field
 2. Click **Change**
 3. Click **OK** to confirm your changes

NOTE: When the change has been made, check one or two owners to ensure that the correct fee has been entered

Setup or Update I & E Fee for Individual Owners

1. Go to **Files > Owner**
2. Enter the alpha index of the Owner and press **Enter**
3. Select the **Taxes and Charges** tab
4. Enter the **Income & Expenditure Fee** amount & click **OK-F12**

Setup an Internal Account for I & E Fees

If you do not have an internal account already set up for Income & Expenditure Charges, enter a new internal owner and property in Owner and Property Details making sure that:

- The **alpha code** starts with **AA** (i.e. AAINCEXP)
- All **fees and charges** are **zero** on the property and the owner
- In the **Taxes and Charges** tab of **Owners Details**, the account has been marked as **internal** and **Account attracts GST** has been selected. It should also be selected for revenue recovery and selected for payment at the EOM

Setup an Account Code for I & E Fee

If you do not already have an account code set up for Income & Expenditure Fee you will need to create one before charging the fee:

1. Go to **Files > Chart of Accounts**
2. Click on **Add Mode**
3. Enter an **account code** in the range of **401-499**
4. Enter a **Long** and **Short Description** for example Income & Expenditure Fee & click **OK-F12**

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